

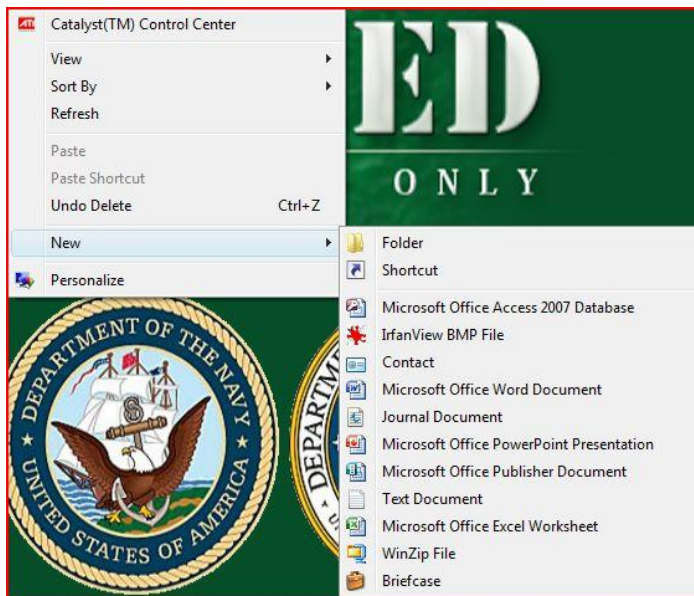


Enterprise Email Pre-Migration Step 1 Create Export Folder



For ease of management it is necessary to create a central repository of all files and information relating to your legacy email prior to migrating to Enterprise Email. These files and information will allow you to refer back to or in some cases import information and data to recreate your current email environment after migration.

1. Right click on any blank area of your desktop.



2. Choose "New" from the menu that appears.
3. Now choose "Folder" from the next menu that appears.
4. Type "**Legacy Email**" for your folder name.
5. Press the Enter button on your keyboard or simply left click on a blank area of the desktop.